

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
MAY 31, 2000

ATTENDEES:	Bill Perkins, Chair	Steve Adams	Mike Backer
	Joyce Backes	Rich Beckwith	Mike Benzen
	Karen Boeger	Carolyn Cook	Tim Dwyer
	Jeff Falter	Jan Grecian	Cliff Groener
	Jill Hansen	Russell Helm	Gina Hodge
	Gary Lyndaker	Carl L. Medley, II	Lyndon Mote
	Bill Perkins	Rex Peterson	Jim Roggero
	Betty Rottmann	Darla Rutledge	Jim Schutt
	Larry Seneker	Don Slinkard	Tom Stokes
	Mike Wankum	Ron Welschmeyer	Tony Wening
	Chris Wilkerson	Mary Willingham	Lanny Wingate
	Nathan Steinmann		

Bill Perkins opened the meeting at 8:30 a.m.

PRESENTATIONS

1. Making a Difference Awards Presentation

Bill presented the Making A Difference Award to the SAM II/Data Warehousing Team. The members of the team were Shelly Adams, Ryan Hayes, Mamunur Rahman, Maria Quinn, and Mike Backes. The Making A Difference Award is presented to individuals who make a difference not only within their agency but also across the state of Missouri. This team was presented a significant challenge in trying to make changes in financial reporting methods. This committee has received accolades by the ITAB members, financial community and department directors. Betty Rottmann was the ITAB member who chaired the committee. Also assisting in the presentation were Mike Benzen, Betty Rottmann and Jim Schutt.

2. Budget Presentation

Mark Reading from Budget and Planning gave a presentation on the upcoming budget year. He noted that his office has a straightforward rule in that agency savings are primarily redirected as specified by the department. Savings detected by their office are generally added to General Revenue. He noted that over 75 individuals had participated in the Project Management Courses to improve their management skills. The FY2001 budget was the most difficult budget in the last eight years. This is due in part to the fact that the first \$50 million of new growth revenues had to be taken for the core operating budget. The DESE foundation formula, formerly funded by increases from gaming revenues, riverboats, and outstanding school taxes, came back in to General Revenue. The original cost estimate for the foundation formula was \$129 million, however, once the data from the districts was totaled the actual cost was \$175 million. Pharmacy and other Medicaid costs for DSS added to the financial difficulties. This all left little funding for data processing projects. He stated that all the Project Management efforts were not in vain as the risk management plans projected a much clearer image of proposals. It is still early to speculate on the budget outlook for FY2002.

3. Assistive Technology Update

Diane Golden stated she had good news relating to the state agency websites. Assistive Technology performed an automated check of the websites in follow-up with the December ITAB Meeting. Only very minor errors were found for most agencies. Some sites had no errors. Agencies using live audio have

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major challenges with accessibility. Diane recommended the IT Directors to submit their webmasters for recognition of their efforts on this project. She distributed the necessary forms to do this. These individuals would receive a letter and a pin from Assistive Technology. She again thanked everyone for their efforts. She stated that Kay Dinolfo and the DMD Group are finalizing some standard procedures for developing alternative text to ensure consistency. She praised the efforts of this group. She plans to get back with DMD later to discuss new automated validation programs and services that are available. Mike suggested having the websites checked again in six months.

ACTION REQUIRED: IT Directors to submit their DMD Members for recognition by Assistive Technology for their work on this project. Assistive Technology review websites in six months to ensure the current status is being maintained.

ACTION ITEMS

1. Approval of April 26, 2000, Information Technology Advisory Board Meeting Minutes

Bill asked if there were any additions, changes or deletions to the minutes of the last meeting; there were none. The meeting minutes from April 26, 2000, were approved as written. Bill also noted that it was requested that the January 26, 2000, meeting minutes be corrected to indicate the motion to approve that Prime Vendor Contract have the same Gartner Tier 1/Tier 2 specifications that currently exist in the contract was "Approved, with one abstention" rather than unanimously. This correction was approved.

GENERAL BUSINESS

1. CIO Update

Mike Benzen stated his office has sent out draft copies of an upcoming executive order on E-Government. The E-Government plan must be completed by July 31st so that it can be sent through the next budget cycle. IBM was selected to provide assistance with the project. The proposed plan will include both the identification of applications and their price tags. An Access database was developed to compile the necessary information in a more usable format. The type of information being requested includes completed applications, applications that are candidates for the web, price tag, and any benefits both to the state and to the customer (cost avoidance). The price tag for the candidates should be your best estimate, as the actual cost will not be known until a bid is completed. One suggested method of determining the cost savings would be to take the average cost per transaction multiplied by the estimated number of transactions. These web-enabled systems will have to be prioritized as to what order they will be placed in and what costs involved. This will all be compared with what benefits the state will receive, as well as what benefits the customer. This survey will not be distributed until Thursday or Friday. The due date for completion of the survey will be June 15th. The survey will be mailed to the agencies in Access data. The program requires that three screens will be completed before you can exit. The Name, Acronym, Number Served, Average Number of Transactions, and Description are required fields. The top six applications will be tracked even if there are no plans to web-enable. Jill Hansen reviewed the automated survey with those present. The application should be transactional based, not informational. A field will be added for the type of platform. The top six applications should be completed first and then the remaining applications. Bill Perkins requested the ability to print the worksheet prior to making any entries. The contact for any technical questions will be Jill Hansen or Nathan Steinmann. Functional questions should be directed to Jan Grecian. IT Directors should be the main contact for their agencies. Interviews with the Department Directors will be done during the same timeframe as this information is being completed, beginning tomorrow. Any invitation for the IT Directors to attend the interview session should come from the agency

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director, not OIT. On the number of potential customers affected, indicate the total potential number and any constraints.

ACTION REQUIRED: IT Directors to submit their E-Government Survey to Mike Benzen by June 15th.

2. Virus Attacks

Mike Benzen noted that state government appeared to handle the recent virus well. The only problem was that notification of the virus was not spread as quickly as it should have. He had previously forwarded a noted from Gail Wekenborg on a phone-in process of virus notification. He requested that Rex Peterson and his Security Committee develop a structure on notification/cure for viruses. Bill received comments that recommended the use of current pagers or help desks, rather than purchasing a new pager. Some agencies stated they had received a faxed copy of the script of the latest virus.

ACTION REQUIRED: The Security Committee to develop a structure on notification/cure for viruses.

3. Performance Measures Update

Jim Roggero stated this Committee was still researching, but had experienced problems in establishing meeting dates.

4. Project Management Update

Tom Stokes stated that a fifth session of Project Management classes are scheduled to begin next month. This session is full. Mike Benzen will be present at the beginning of the first class to explain the purpose of the course. Tom will be starting a new waiting list of names for the next class. Any agencies interested in sending an employee to the next session should notify Tom. The contract pre-bid is being worked in hopes that a new contract will be in place by the time current one expires. Tom stated that the Project Management policies were distributed in March for the ITAB's review. He asked if there were any comments on the documents; there were none. The procedures were adopted as written. Tom thanked Jim Schutt for the use of MOTEC and Tom Robbins for his coordination of the facility. These policies are also listed out on the web. He also reported that the Mid-Missouri PMI Chapter is now functional with 31 official members. By the end of next month, he hopes to have 45-50 members. He plans to begin working on scheduling some refresher courses.

ACTION REQUIRED: Agencies to notify Tom Stokes of any employees to be added to his waiting list for future Project Management classes.

5. SAM II Update

Jim Schutt reported that currently the team is testing the programs. The educational courses for the agencies scheduled to transfer in November are completed and ready to begin. There currently are 358 open work orders on the Phase I implementation. By the end of June, they plan to reduce the number of FTE operating their help desk from eight to two clerical positions. They are moving the resources back into the area where they can actually work on the problem issues.

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6. Data Warehousing/Reports Committee Update

Betty Rottmann stated that Dennis Schmid and John Reed held the first meeting this week. They went through the additional baseline reports. The number of people using these reports is decreasing due to their warehouse usage. Forty employees were sent through the Access training. They are working with DIS on getting the queries out on the web. They are doing a survey of information on what the group should focus on. Betty also stated that the HR Payroll Team will begin their meetings with the agencies this week. Their first meeting will be with Revenue. They will be reviewing their reports gap analysis process. Training issues will be discussed. After the meetings, they will review the results. The team received 400 reports but will only do approximately 15. She had requested the agency point of contact for training but has only received four. These are due today. Bill thanked Betty for recommending her team for award.

ACTION REQUIRED: Agencies to submit their point of contact for training to Betty Rottmann today.

7. Architectural Standards

Larry Seneker reported that they are working with the E-Government and Security groups. They are hoping to obtain a methodology that can be applied to networking and other domains. In addition, they are working with National Research at Corrections to educate them on producing deliverables in architecture based on what they currently have and industry standards.

8. Prime Vendor Update

Carl Medley stated there was nothing new to report on the current contract. On the new contract, the RFI responses are being reviewed. The RFP is planned to be on the street by July 1.

9. Computer Leasing Contract Update

Carl Medley has been working with vendors on fair market value lease option. The issues they have been dealing with relate to title, taxes and insurance. The main issue surrounds who holds the title. As the state cannot hold a title, the lessor would be responsible for that. In addition, the lessor would be responsible for insuring the products against damage. He distributed a handout on the Straight (Fair Market Value) Lease for review. Purchasing is ready to make the amendment to the contract to add this option after a final analysis and an outside meeting with interested agencies. Anyone interested in participating in the meeting should contact Carl. This option could be exercised yet this year.

10. Internet/MOREnet Update

Tony Wening stated that MOREnet is tuning up their connections to the State Data Center.

11. Internet Support and Service Update

Bill Perkins reported that Christy Clark is restarting the Internet Rate Structure Committee. Most of the members are the same as before. If any agency would like to add a representative to the Committee, they should contact Christy or Bill.

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12. Statewide Purchasing Update

Larry Seneker stated that the CA-Sterling contract should be ready for bid later this week. A PAQ Expo will be held on June 20th, at 1:30 p.m., in Room 510 of the Truman Building. A reminder will be sent out later. Karen Boeger distributed the Current IT Projects listing.

13. Personnel Committee

Joyce Backes reported that the Classifications Committee is now redefining the manager classification. At this point there is no projection on a completion date. They are trying to resolve questions relating to levels of experience to get into the CIT register. This group plans to bring these classification to the ITAB in July for its review.

14. E-Government Committee

Bill Perkins stated that the vendor presentations are no longer a part of the E-Government meetings. These presentations have been transferred to the Thursdays' @ 10 meetings. Any agencies receiving contacts from vendors wanting to do a presentation should refer them to the OIT website for the Thursdays' @ meetings.

15. MOTEC Update

Tom Robbins stated that SABA has scheduled a presentation on their global tracking system tomorrow afternoon from 2:00 – 4:00 and Friday morning from 8:00 – 10:00. Both presentations will be in the Truman Building, Room 493. The training coordinators are all aware of the presentation. The Financial Committee is working on how that MOTEC can become more self-sustaining. She also reported that DSS is working with Tom to set up another of their six week intensive training session for new employees on legacy systems. Tom will be contacting the agencies regarding this.

16. Security Committee Update

Rex Peterson reported that the two-day training session started today. He thanked Tom for use of the MOTEC facility for the training. The Committee is looking at standards on setting up policies. They plan to begin developing the policies after the training.

17. Review of Committees

Bill Perkins deferred this item to a later meeting. In conjunction with this, he proposed that an all day, offsite session be scheduled, possibly in September, to develop a document listing the standards and policies. This would be especially helpful to new IT directors. Mike may give an update on the strategic plan. The majority of those present were interested. Anyone with suggestions on other items that should be taken care of during this session should contact Bill.

ACTION REQUIRED: Bill will look at scheduling an all day, offsite ITAB meeting in September.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

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REVIEW OF ACTION ITEMS

1. IT Directors to submit their DMD Members for recognition by Assistive Technology for their work on this project.
2. Assistive Technology review websites in six months to ensure the current status is being maintained.
3. IT Directors to submit their E-Government Survey to Mike Benzen by June 15th.
4. The Security Committee to develop a structure on notification/cure for viruses.
5. Agencies to notify Tom Stokes of any employees to be added to his waiting list for future Project Management classes.
6. Agencies to submit their point of contact for SAM II, HR report training to Betty Rottmann today.
7. Bill will look at scheduling an all day, offsite ITAB meeting in September.

OPEN DISCUSSION

Betty Rottmann stated that Steve Adams is the new president of the Case Users Group. They are looking for board members. This will be focused in Jefferson City instead of St. Louis. The Connect name is changing to Edge. The first meeting is scheduled for June 21st in the Truman Building, Room 492.

NEXT MEETING

The next ITAB Meeting is scheduled for Wednesday, June 28, 2000, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc